

FEDERAL ENERGY REGULATORY COMMISSION

Office of Pipeline Regulation



Instruction Manual for Electronic Filing of the
Index of Customers

Form Approved
OMB No. 1902-0169
(Expires 3/31/2000)

May 1996

GENERAL INFORMATION

I. PURPOSE:

Under the authority of the Natural Gas Act (15 USC 717), the Commission promulgated 18 CFR §284.106(c) and §284.223(b), which state that each calendar quarter an interstate pipeline must file with the Commission an index of all of its firm transportation and storage customers under contract as of the first day of the calendar quarter. The pipeline must also post an electronic format of this information on its electronic bulletin board (EBB). The instructions herein will provide the format for the electronic dissemination of the data on the respondent's EBB in a downloadable file, as well as for the electronic file submitted to the Commission.

II. WHO MUST SUBMIT:

Each interstate pipeline regulated by the Commission that provides firm transportation or storage service under Subparts B or G of Part 284 of the Commission's regulations must file this information and also post it on its EBB.

III. WHAT TO SUBMIT:

Submit the data file on a MS-DOS formatted (or compatible) computer diskette or compact disc (CD) according to the electronic filing record formats prescribed herein. The diskette must have a label affixed to it stating the respondent's name, as well as the name of the electronic file. The CD must be enclosed in an appropriate disc protector with a label affixed to the protector stating the respondent's name and the name of the file. Filings submitted on CD must also conform to the specifications provided in Appendix B.

The diskette or CD filings must be accompanied by a cover letter stating the content of the electronic filing. The cover letter must also include the subscription provided in Part 385.2005(a). All data submitted will be considered non-confidential and will be made available to the public upon request.

There is no paper format required for this data.

If the respondent submits a revised filing, the respondent must restate the original file with all additions, deletions, revisions, and corrections incorporated. The Header record, specifically data items, Report Date and Original/Revised Filing Indicator, and the filename must accurately reflect that the file is a revision.

IV. **WHEN TO SUBMIT:**

The EBB posting date and Commission filing date for this information will be the first business day after the start of each calendar quarter. The first day of the calendar quarters are January 1, April 1, July 1, and October 1 of each year.

V. **WHERE TO SUBMIT:**

(1) Submit the electronic filing to:

Office of the Secretary
Federal Energy Regulatory Commission
Washington, DC 20426

(2) Hand deliveries can be made to:

Office of the Secretary
Federal Energy Regulatory Commission
Room 1-A
888 First Street, NE
Washington, DC 20426

You shall not be penalized for failure to respond to this collection of information unless the collection of information displays a valid OMB control number.

GENERAL INSTRUCTIONS

1. The information required for this filing must be recorded in a "TAB" delimited format with the data ordered as specified in the Electronic Filing Format section of these instructions. An example "TAB" delimited file adhering to the prescribed electronic filing formats is also provided. The "TAB" delimiter is an ASCII 9 - decimal or 09 - hexadecimal character. **There are two important instructions regarding "TAB" delimited files:**

- A. It is imperative the respondent realizes that the "TAB" characters are as important as the actual data coded onto the record. Without the correct "TAB" characters on the record to locate and distinguish data fields, the file cannot be data processed. The respondent must be careful not to use a software program to create the "TAB" delimited records which converts the "TAB" characters into equivalent space characters (ASCII 0 - decimal or 00 - hexadecimal). Refer to Appendix C for further information on how to create a "TAB" delimited file using various common software packages.
- B. If a data item is not applicable, the data item must be omitted, but the associated "TAB" character for that item still must be recorded on the record. For example, assume a record consists of four data items: company name, report year, beginning balance, and ending balance. Further, assume that the beginning balance field is to be left blank. Then, the structure of the reported record would be as follows:

XYZ Natural Gas Company<TAB>1996<TAB><TAB>123456

The double "TAB" characters denote a null (or blank) entry for the beginning balance data item on this record.

2. Each logical record should be terminated by a carriage return (CR) character (ASCII character - 13 decimal, 0D - hexadecimal) and line feed (LF) character (ASCII character 10 - decimal, 0A - hexadecimal).

3. All information required to be filed should be recorded in one file. The naming convention for this file is: "INNNYYMM.TAB", where "I" is the file name indicator used for the Index of Customers filing, "NNN" is the three-digit FERC pipeline code for the respondent from Appendix A, and "YYMM" is the two digit year and the two digit beginning month for each quarterly submittal. If it is necessary to submit revised reports, the file names should be "INNNYYMM.TA1", "INNNYYMM.TA2", etc., where ".TA1" indicates the first revision, ".TA2" the second revision, etc. For any revised reports, "YYMM" must refer to the year and beginning month of the quarter to which the revisions apply. The file name should be included in the transmittal letter accompanying the respondent's filing.
4. The definitions, instructions, and record type formats for this electronic filing specify explicitly the data items to be reported and the sequence for recording the information on the diskette.
5. All fields must adhere to the following conventions for coding data on the electronic filing:
 - A. Numeric items do not require leading zeros, unless otherwise noted.
 - B. If a data item is not applicable, its value must be omitted by using a second "TAB" delimiter immediately after the "TAB" delimiter of the previous data item.
 - C. In accordance with 18 CFR §284.4, all quantities must be reported in MMBtu. If the Commission has granted the respondent a waiver of this regulation, and the respondent reports data in Mcf, report these volumes measured at 14.73 psia and 60 degrees Fahrenheit rounded to the nearest Mcf.
 - D. Do not include commas in reporting any numeric value.
6. **Footnotes.** Footnotes may be used to submit additional information about any data items included in this report. A "Footnote" record is provided for this purpose.

7. **Source of Codes.**

- A. Pipeline ID - Use the FERC three-digit code for the respondent's pipeline. Appendix A is a list of valid pipeline codes. If your pipeline is not listed, call Judy Gantt or Curtis Chappell at 202-208-2020.
- B. Rate Schedule - Report the respondent's own designation for the rate schedule being reported. This rate schedule name must be entered exactly as it is reported in the FERC Forms Nos. 2 (or 2-A) and 11, as approved in Order No. 581.

<p align="center"><u>Index of Customers</u> <u>Electronic Filing Formats</u></p>					
Data Type	Item Id	Item	Format or Value	Max Length	Instructions
HEADER		Header Record Identifier	H	1	Enter H to identify the header information.
Enter one Header record per filing	a	Pipeline Name	Char	55	Enter the full legal name.
	b	Pipeline Id.	Num	3	Enter the 3 digit FERC pipeline code.
	c	Report Date	mm/dd/yyyy	10	Enter using the format provided making sure to include a 4 digit year. Enter the date the pipeline expects to file this report with the Commission.
	d	Original/Revised Filing Indicator	Char	1	Enter O if original filing, or R if revised filing.
	e	First Day of Calendar Quarter	mm/dd/yyyy	10	Enter using the format provided making sure to include a 4 digit year.
	f	Unit of Measurement for Transportation Max Daily Quantity	Char	1	Enter B if MMBtu; F if MCF; T if Dth.
	g	Unit of Measurement for Storage Max Quantity	Char	1	Enter B if MMBtu; F if MCF; T if Dth.
	h	Contact Person and Phone Number	Char	50	Include full name of contact person and telephone number, including area code.
	I	Footnote Id	Char	50	Enter up to 10 Footnote Id's separated by /. Refer to the item footnoted in the first position of the Footnote Id (<u>e.g.</u> , b10 indicates footnote 10 applies to item b. Use x if footnote applies to entire record, <u>e.g.</u> , x10).

Index of Customers
Electronic Filing Formats

Data Type	Item Id	Item	Format or Value	Max Length	Instructions
DETAILS		Detail Block Identifier	D	1	Enter D to identify each record of detailed information.
Enter one Detail record for each combination of customer/ rate schedule/ contract	j	Customer Name	Char	75	Enter the full legal name.
	k	Rate Schedule	Char	30	Enter precisely as reported in FERC Forms 2 (or 2A) and 11, as approved in Order No. 581.
	l	Contract Effective Date	mm/dd/yyyy	10	Enter using the format provided making sure to include a 4 digit year.
	m	Contract Primary Term Expiration Date	mm/dd/yyyy	10	Enter the expiration date of the primary term of the contract using the format provided, making sure to include a 4 digit year.
	n	Days Until Next Possible Contract Expiration	Num	5	If Contract Primary Term Expiration Date has passed and contract continues under an "evergreen" or "roll-over" provision, as defined in Order No. 636 (III FERC Statutes and Regulations ¶ 30,939 at 30,445), enter number of days in the roll-over or evergreen period. (<u>E.g.</u> , if contract continues on monthly basis, enter 31; if annual, enter 365; if unknown or non-specific, leave blank, but include pertinent contract expiration information in a footnote).
	o	For Transportation, Max Daily Quantity	Num	15	Enter quantity in units specified in item f.
	p	For Storage, Max Quantity	Num	15	Enter quantity in units specified in item g. Enter the largest quantity of natural gas the pipeline is obligated to store for the shipper under the contract.
	q	Footnote Id	Char	50	Enter up to 10 Footnote Id's separated by /. Refer to the item footnoted in the first position of the Footnote Id (<u>e.g.</u> , j5 indicates footnote 5 applies to item j. Use x if footnote applies to entire record, <u>e.g.</u> , x5).

Index of Customers
Electronic Filing Instructions

Data Type	Item Id	Item	Format or Value	Max Length	Instructions
FOOTNOTES		Footnote Block Identifier	F	1	Enter F to identify each footnote record.
Enter one Footnote record for each 255 character segment of a footnote.	r	Footnote Number	num	3	Enter the footnote number corresponding to any Footnote Id's referenced in the other records. The Footnote Number is that part of the Footnote Id <u>without</u> the Item Id character. <u>E.g.</u> , if a Footnote Id entered on the HEADER record is "e1", then the Footnote Number to report in this field is "1".
	s	Footnote Text	Char	255	Separate the text of a single footnote into segments of up to 255 characters each. Enter the same Footnote Number for each segment of a single footnote. It is not necessary to use all 255 characters. <u>E.g.</u> , You may have several lines of 80 characters for a single footnote. Neither is it necessary to pad a line to the 255th character.

Index of Customers
Sample Tab Delimited File

(with Tabs and CR/LF denoted schematically as [] and <hrt>, respectively):

```
H[] ABC Pipeline Company[] 123[] 01/10/1996[] O[] 01/01/1996[] B[] B[] John Doe 202-208-1111[] e2 <hrt>
D[] Customer #1[] Rate Sched #1[] 1/01/1994[] 1/01/2000[][] 1000[] 11/o3 <hrt>
D[] Customer #2[] Rate Sched #2[] 6/01/1994[] 12/31/1994[] 31[][] 10000[] x2 <hrt>
D[] Customer #2[] Rate Sched #1[] 3/01/1993[] 12/31/1995[][] 1500[] m3/k4/p5 <hrt>
D[] Customer #3[] Rate Sched #3[] 1/01/1992[] 12/31/1993[] 365[] 1200[] x4 <hrt>
F[] 1[] This is the first line of footnote 1 which can continue for 255 characters <hrt>
F[] 1[] This is the 2nd line of footnote 1 ..... <hrt>
F[] 2[] First line of footnote 2 <hrt>
F[] 3[] First line of footnote 3 ..... <hrt>
F[] 3[] 2nd line of footnote 3 ..... <hrt>
F[] 4[] First line of footnote 4 <hrt>
F[] 5[] First line of footnote 5 ..... <hrt>
F[] 5[] 2nd line of footnote 5 <hrt>
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(and as it would appear in a text editor with tab sets denoted by !):

```
!           !           !           !           !           !           !           !
H ABC Pipeline Company 123           01/10/1996 O           01/01/1996 B       B       John Doe 202-208-1111 e2
D Customer #1          Rate Sched #1 01/01/1994 01/01/2000           1000           11/o3
D Customer #2          Rate Sched #2 06/01/1994 12/31/1994 31           10000           x2
D Customer #2          Rate Sched #1 03/01/1993 12/31/1995           1500           m3/k4/p5
D Customer #3          Rate Sched #3 01/01/1992 12/31/1993 365           1200           x4
F 1                    This is the first line of footnote 1 which can continue for 255 characters
F 1                    This is the 2nd line of footnote 1
F 2                    First line of footnote 2
F 3                    First line of footnote 3
F 3                    2nd line of footnote 3
F 4                    First line of footnote 4
F 5                    First line of footnote 5
F 5                    2nd line of footnote 5
```

APPENDIX A

PIPELINE ID CODES

<u>Code</u>	<u>Pipeline Name</u>
001	Alabama-Tennessee Natural Gas Company
020	Algonquin Gas Transmission Company
048	ANR Pipeline Company
091	ANR Storage Company
118	Arkansas Western Pipeline Company
061	Bayou Interstate Pipeline Systems
088	Black Marlin Pipeline Company
083	Blue Dolphin Pipeline Company
112	Blue Lake Gas Storage Company
109	Boundary Gas, Inc.
067	Canyon Creek Compression Company
084	Caprock Pipeline Company
120	Carnegie Interstate Pipeline Company
063	Carnegie Natural Gas Company
097	Chandeleur Pipe Line Company
003	Chattanooga Gas Company
022	CNG Transmission Corporation
032	Colorado Interstate Gas Company
021	Columbia Gas Transmission Corporation
070	Columbia Gulf Transmission Company
044	Commercial Pipeline Company, Inc.
125	Consumers Power Company
127	Cove Point LNG Limited Partnership
123	Crossroads Pipeline Company
012	Distrigas of Massachusetts Corporation
002	East Tennessee Natural Gas Company
023	Eastern Shore Natural Gas Company
033	El Paso Natural Gas Company
024	Equitable Gas Co./Equitrans Inc.
034	Florida Gas Transmission Company
105	Frontier Gas Storage Company
013	Gas Gathering Corporation
113	Gasdel Pipeline System Inc.
004	Granite State Gas Transmission, Inc.
051	Great Lakes Gas Transmission, Limited Partnership
095	Green Canyon Pipe Line Company
101	Gulf States Transmission Corporation
077	High Island Offshore System
094	Inland Gas Company, Inc., The
045	Inter-City Minnesota Pipelines Ltd., Inc.
081	Interstate Power Company
110	Iroquois Gas Transmission System, Limited Partnership

<u>Code</u>	<u>Pipeline Name</u>
065	Jupiter Energy Corporation
117	K N Wattenberg Transmission L.L. Co.
053	K N Interstate Gas Transmission Company
046	Kentucky West Virginia Gas Company
099	Kern River Gas Transmission Company
011	Koch Gateway Pipeline Company
014	Lawrenceburg Gas Transmission Corporation
060	Locust Ridge Gas Company
098	Lone Star Gas Company
054	Louisiana-Nevada Transit Company
071	Michigan Consolidated Gas Company
124	Michigan Gas Storage Company
015	Mid Louisiana Gas Company
005	Midwestern Gas Transmission Company
047	MIGC, Inc.
025	Mississippi River Transmission Corporation
114	Mobile Bay Pipeline Company
092	Mojave Pipeline Company
103	Moraine Pipeline Company
036	Mountain Fuel Supply Company
096	NatGas U.S. Inc.
016	National Fuel Gas Supply Corporation
026	Natural Gas Pipeline Company of America
100	Nora Transmission Company
031	NorAm Gas Transmission Company
027	North Penn Gas Company
089	Northern Border Pipeline Company
059	Northern Natural Gas Company
093	Northwest Alaska Pipeline Company
037	Northwest Pipeline Corporation
116	Oktex Pipeline Company
078	Overthrust Pipeline Company
073	Ozark Gas Transmission System
086	Pacific Gas Transmission Company
064	Pacific Interstate Offshore Company
039	Pacific Interstate Transmission Company
062	Pacific Offshore Pipeline Company
041	Paiute Pipeline Company
028	Panhandle Eastern Pipe Line Company
072	Pelican Interstate Gas System
108	Penn York Energy Corporation
055	Questar Pipeline Company
040	Raton Gas Transmission Company
038	Ringwood Gathering Company
079	Sabine Pipe Line Company
006	Sea Robin Pipe Line Company
102	Seagull Interstate Corporation

<u>Code</u>	<u>Pipeline Name</u>
008	South Georgia Natural Gas Company
007	Southern Natural Gas Company
106	Southwest Gas Storage Company
111	Steuben Gas Storage Company
069	Stingray Pipeline Company
115	Sumas International Pipeline Inc.
066	Superior Offshore Pipeline Company
080	Tarpon Transmission Company
122	TCP Gathering Company
009	Tennessee Gas Pipeline Company
010	Tennessee Natural Gas Lines, Inc.
017	Texas Eastern Transmission Corporation
018	Texas Gas Transmission Corporation
058	Texas Gas Pipe Line Corporation
090	Texas Sea Rim Pipe Line Company
068	Trailblazer Pipeline Company
075	Transco Gas Supply Company
029	Transcontinental Gas Pipe Line Corporation
042	Transwestern Pipeline Company
030	Trunkline Gas Company
087	Trunkline LNG Company
126	Tuscarora Gas Transmission Company
074	U-T Offshore System
019	Utah Gas Service Company
056	Valero Interstate Transmission Company
050	Valley Gas Transmission Company
082	Viking Gas Transmission Company
107	Washington Natural Gas Company
104	Washington Water Power Company
035	West Texas Gas Inc.
085	West Texas Gathering Company
052	Western Gas Interstate Company
057	Western Transmission Corporation
121	Westgas Interstate, Inc.
043	Williams Natural Gas Company
049	Williston Basin Interstate Pipeline Company
076	Wyoming Interstate Company, Ltd.
119	Young Gas Storage Company, Ltd.

APPENDIX B

CD SPECIFICATIONS

Filing on CD is an option for those respondents who wish to do so. However, all data filed on CD must adhere to the following two constraints:

1. All data submitted must be on CD-Recordable (CD-R) media or traditional CD-ROM media.
2. The file directory structure of the CD must adhere to the ISO 9660 Level One standard.

What is CD-R and how does it differ from traditional CD-ROM media?

CD-R is a technology that allows for creating CD-ROMs on the desktop more cheaply than traditional CD-ROM media. Traditional CD-ROMs are made by using a laser to "burn" pits in a thin metallic layer, thus recording the binary data. By comparison, CD-R uses special discs impregnated with an organic dye, which serves the same function as the pits, but at a much lower cost. Both kinds of discs are readable with a traditional CD-ROM drive. Other kinds of discs, magneto optical, or floptical discs, are not readable by the common CD-ROM drive, and require a different system altogether.

What is Level One ISO 9660?

The ISO 9660 standard is for file directory systems on CD-ROMs. It is a non-proprietary standard and can be used on different platforms. It defines naming conventions and directory depth. There are two main levels of ISO 9660: level one and level two. The major difference lies within the naming conventions. Level one ISO 9660 allows for MS-DOS style filenames (eight-character and three-character extensions). Level two ISO 9660 allows for 32-character filenames. Because the commission relies upon MS-DOS compatible personal computers, data submitted on CD-ROMs must be in compliance with Level One ISO 9660.

APPENDIX C

FILE CREATION HINTS

1. If you are using wordprocessing software to create the electronic filing, make sure the package you select has the capability to convert a "TAB" character to an ASCII 9 - decimal or 09 - hexadecimal character, and does not just convert the "TAB" into a certain number of blank spaces.

Remember that each record must occupy only one line within the wordprocessing document. Therefore, before you start entering data, determine the maximum length of the longest record in your filing, and establish any combination of fonts and paper size/orientation settings that will allow for that longest record to be entered on a single line. If the data for any record "wraps" to another line, then you must change the document settings to allow for more characters to be entered per line. Allowing the text to wrap to another line within the wordprocessor document will create two separate records when the file is converted to a "TAB" delimited file.

Another suggestion you may find helpful is to set your tabs according to the length of the data fields for each record. This not only gives the appearance of order for each record type, but also permits you to visually edit the data for obvious errors, such as mixing character data in a numeric field.

A. WordPerfect:

1. DOS versions thru 5.1 - Create the individual records using the "TAB" key to separate the data items and the "Enter" key to end each record with a carriage return/line feed. Save the file using the "Text In/Text Out" / "Save As" / "Generic" commands.
2. DOS version 6.0 - Create the individual records using the "TAB" key to separate the data items and the "Enter" key to end each record with a carriage return/line feed. Save the file using the "File" / "Save As" / "ASCII Text (Stripped)" commands.
3. Windows versions 5.2 and 6.1 - Create the individual records using the "TAB" key to separate the data items and the "Enter" key to end each

record with a carriage return/line feed. Save the file using the "File" / "Save As" / "ASCII Generic Wordprocessor (DOS)" commands.

- B. Microsoft Word: Create the individual records using the "TAB" key to separate the data items and the "Enter" key to end each record with a carriage return/line feed. Save the file using the "File" / "Save As" / "Save File As Type" / "Text Only (*.txt)" commands.
 - C. Windows Write: Create the individual records using the "TAB" key to separate the data items and the "Enter" key to end each record with a carriage return/line feed. Save the file using the "File" / "Save As" / "Save File As Type" / "Text Files (*.TXT)" commands.
2. If using a spreadsheet program to create the electronic filing, make sure that it can save the spreadsheet as a "TAB" delimited file. The only spreadsheet that staff has accessibility to, and has found capable of saving "TAB" delimited files, is Microsoft Excel for Windows.
- A. Excel 4.0: Create the individual records using the spreadsheet column cells to separate the data items and rows for each record. Save the file using the "File" / "Save As" / "Save File As Type" / "Text (OS/2 or MS_DOS)" commands.
 - B. Excel 5.0: Create the individual records using the spreadsheet column cells to separate the data items and rows for each record. Save the file using the "File" / "Save As" / "Save File As Type" / "Text (Tab delimited)" commands.
3. To test whether or not you have truly created a "TAB" delimited file, read the file into a wordprocessor program and change the "TAB" settings of the document. If the text from the delimited file changes with the new "TAB" settings, then the original file you created was in a "TAB" delimited format.